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C-O-W-I-D-H-I-T-I-T-I

23 October 1963

OFFICE OF PERSONNEL MEMORANDUM NO. 20-1-1

SUBJECT: Delegation of Authority

This memorandum summarizes delegation to subordinate officials of certain authorities vested in the Director of Personnel and his Deputy. These authorities may not be further delegated by the officers designated below.

25X1

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1. Authority to Execute Agreements and Contracts Under Provisions of

Special Contracting Officer (Chief, Contract Personnel Division)
Alternate Special Contracting Officer (Deputy Chief, Contract
Personnel Division)

2. Approve Educational Allowances for Contract Personnel. Grant Equalization

Z. Approve Educational

Chief, Contract Personnel Division

3. Authority to Approve Invitee and Appointee Travel Orders and Vouchers

Executive Assistant to the Director of Personnel Chief, Personnel Operations Division
Deputy Chief, Personnel Operations Division

4. Authority to Approve Travel Orders or Other Obligations of Expenditures
Chargeable to the Recruitment Program

Executive Assistant to the Director of Personnel Chief, Personnel Recruitment Division Deputy Chief, Personnel Recruitment Division Chief, Professional Branch, Personnel Recruitment Division

5. Authority to Approve Travel Orders for Disqualified Appointees

25X1 Executive Assistant to the Director of Personnel

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6. Authority to Approve Claims

(Employees Compensation and

Overseas Medical Benefits)

Executive Assistant to the Director of Personnel Chief, Benefits and Services Division Deputy Chief, Benefits and Services Division

7. Authority to Certify Availability of Funds

Executive Assistant to the Director of Personnel Chief, Administrative Staff Budget Officer

25X1

8. Authority to Request Space Alterations, Repairs and Other Services Described

Executive Assistant to the Director of Personnel Chief, Administrative Staff

9. Authority to Request Minor Maintenance Services

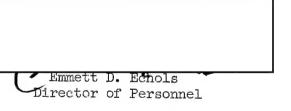
Executive Assistant to the Director of Personnel Chief, Administrative Staff Administrative Assistant

10. Authority to Approve Requisitions for All Types of Printing and Reproduction

Executive Assistant to the Director of Personnel

11. Authority to Approve Routine Requisitions for Printing and Reproduction and to Certify as to the Availability of Funds for Such Purposes

Executive Assistant to the Director of Personnel Chief, Administrative Staff Records Administration Officer Special Projects Officer Budget Officer



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